

2023/24 CLOSEDOWN TIMETABLE

31st May deadline		31st May deadline		Month	DATE 2023/24	Month	DATE 2022/23	External Deadline	Accountancy	Exchequer	Other	DATE TO BE COMPLETED	DATE FORWARDS DONE	WP REFERENCES	Accounting Estimate				
Month	DATE 2023/24	Month	DATE 2022/23																
September - December	September - December							Valuation instruction sent to Property - Confirm valuation methodology and any changes FY Investment properties Heritage Assets ERM/SH Discount Factor Deadline: End of Dec (So can process as part of Jan/ Feb closedown) Changes to Committee Dates Budget & Performance Audit Committee - Confirmed **4th July (Last Wednesday) to achieve opinion by 31st July Review Prior Year Audit Report - Ensure all amendments actioned - Review Preparation Accounts Template - Copy and move prior period values over - Folder structure on Finance Drive Note Material Notes - Intangible Fixed Assets - Stock - Other Review changes to Code for current year and beyond 2019/20 IFRS 16- Leases Review Accounting Policies - Confirm still appropriate - Update for any "new" requirements - Audit Committee **ad March Review - Critical judgements - Review Assumptions and Estimation Uncertainty - sensitivity analysis (+/- 10%) Confirm Audit Committee Dates ** 03/2024: Accounting Policies ** 07/2024: Annual Governance Statement, SoA Approval ISA260 and sign off											
Jan 24	Jan 23							Audit Committee Papers/ Progress Report Accounting Policies, Estimates & Key Judgements Any key transactions (Revaluations, provisions, capital additions etc) Progress on Early Closure/ Timetable Revised Audit Committee date(s) Create Statement of Accounts and review policies and disclosure requirements Review Deloitte Accounts Audit Protocol/ FBC Bad Debt/ Write Off Policy Review and revise if required Group Accounts Confirm Group Boundaries if applicable Fixed Assets - Review of AHS & AUC classifications (Year end update only for "new applicable transfers") - Review of Heritage Assets - Confirm all additions/ disposals actioned to P10 (Jan 18) Process Asset Reclassifications in RAM Key Reconciliations Ensure all key reconciliations are completed, signed and reviewed Bank Reconciliation Receivables Payables Bank Reconciliation Benefits Housing Rents WAGR Council Tax Others? Send Deloitte Planning Documentation PBC Details											
Feb 24	Feb 23							Heritage Assets (Note 14) - New Museums Assets Investment Properties (Note 15) FY amounts known - adjust at YE if required Grant Income (Note 35) - Amounts now known (unlikely to be material change) External Audit Costs (Note 34) Amounts known (unlikely to be material change) Leases (Note 38) - Additions/ Deletions - Known - Costs under existing leases - Known - Minimum Lease Payments Table "move on" Note 33 Senior Officers Remuneration Salaries/ Bonuses - Known Fees & Allowances - Known Redundancy Payments - Known Employer Pension Contribution - Known Redundancy/ Exit Packages Decisions likely to have been made/ known values Provisions Review any likely new provisions/ contingent assets/ liabilities and establish rational Payroll Analysis Pay totals 8-10 to auditors Provis - List of starters/ leavers and amendments Business Rate Appeals Request information from LDCAL Related Party Transactions Review register of interest and members/ officer declarations - Send reminders if required Deadline: 6th April Income & Expenditure Substantive Testing Transactional level analysis of all Income & Expenditure P1-10 excluding the following - Depreciation & Impairment Charges - Payroll & Pensions - REFCLUS Bad Debt/ Write Off Policy Review and revise if required Confirm evidence of review Budget Monitoring Details of monthly/ quarterly Service monitoring reports Reporting to Budget & Performance and Cabinet Copies of minutes and actions AS18 Pension Information for P1-10 to YPS Confirm consideration of any events such as - Outsourcing - Bulk transfers to/ from pension fund - Significant restructures/ redundancy Service Memo Review and Revise "As Is" Accounts Update Team Meeting Draft Plan Ledger Closedown date/ back posting Working Paper Requirements Annual Governance Statement (AGS) Management Team Reminder P10 Ledger Cut Off Date Service Memo & Meeting Confirm memo and distribute to Service Arrange meeting - RSD's and Admin Chase capital offenders (ED list) Send Deloitte Planning Documentation PBC Details	ED/PT										
2nd	2nd																		
3rd	3rd																		
5th	5th																		
21st	21st																		
Mar 24	Mar 23							Circulate draft closedown timetable (All Staff) Summary Excel download all Journals raised P1-10 List of all staff who raise/ post journals Borrowing & Investments (Note 17) Confirm Auditor Authority Letter details are up to date Print and send to Auditor Update Note Litigation & Claims Confirm with legal current position regarding any litigation & claims for potential - Provisions - Contingent Assets/ Liabilities - Onerous Contracts Require details of management assessment of likelihood of success, estimate of any settlement/ award and associated costs Deadline: 6th April Regulatory Authority Investigations Confirm with Legal/ benefits (DWP)/ Payroll (HMRC) current position regarding current or potential investigations Any other services/ department? Deadline: 6th April Internal Audit Copies of all reports providing less than Substantial Assurance Details of special investigations in current year Details of reported instances or concerns of misconduct by Officers/ Members Progress of NRI matches and any matters arising from this work Impairment Memo/ Report Request Impairment Memo Property Deadline: 27th April Management Team E-mail Management Team- Service performance data for inclusion in the Narrative Report Deadline for receipt 6th May											
March 24	31st	March 23	31st					Year End Friday 20th March								Dependent on Service Features/ Procurement Costs			

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April 24		Fixed element of SLAs allocated	AK						
		IAS19 info request sent to Services (A/L & Flexi Balances) - Holiday Accrual	All						
		Bad Debt/ Write Off's		DC/ST					
		Ensure all write offs have been approved & actioned in 2022/23 List all write offs in year and supporting rationale							
		Print runs for unrepresented cheques and outstanding debtors as at 31/03/2024		DC/LTuck					
03-Apr		Period 12 capital monitoring and slippage forms sent to Services (GF) Deadline: 12/04/2024	SL						
		Period 12 capital monitoring and slippage forms sent to Services (HRA) Deadline: 12/04/2024	RL						
		Period 12 monitoring information sent to Services (to inform Variance Analysis) Deadline:	All						
03-Apr		Circulate Capital Commitments information to services for return within one week Deadline:	SL/LP						
		Stock Certificates returned to Accountancy	All						
		IAS19 info returned from Services (A/L & Flexi Balances) - Holiday Accrual	All						
03-Apr		Final Internal Recharges :							
		Photocopying	MH						
		Telephony	MH						
		Postage	MH						
04-Apr		Last date for authorising purchase card transactions							
04-Apr		Staff Capital Allocations returned to Accountancy (Engineers)	DW						
04-Apr		Staff Capital Allocations returned to Accountancy (HRA/RMS)	RL						
04-Apr		Cash banking/receipting journals (Cash Routed Back)	LP/SL						
05-Apr		Last date for entering Old Year invoices onto AF Creditors for processing	All						
		Last date for processing Old Year transactions on TOTAL	All						
		Last date for processing Old Year transactions on OHMS							
05-Apr		Last date for entering Old Year Debtors accounts including rechargeable works	All						
05-Apr		Last date for normal run of invoices directly entered on to AF chargeable to 2023/24	All						
08-Apr		Systems down to allow year-end processes to be run		DC					
11-Apr		Fixed Assets:Review of Heritage Assets	SL/LP						
11-Apr		Fixed Assets:Review of Assets under Construction	SL/LP						
11-Apr		Fixed Assets:Review of Asset Held for Sale	SL/LP						
11-Apr		Fixed Assets:Process Asset Reclassifications	SL/LP						
		Related Party Transactions							
		- Send out Related Party Transaction letter to Members + MT	HM/PT						
		- Send out Partnership Spreadsheet to Services							
11-Apr		April Salary Accruals	AK						
12-Apr		Year End Bank Reconciliation	SL/LP						
12-Apr		Revenue Sundry Debtor / Creditor lists returned to Accountancy	All						
12-Apr		Completed capital slippage forms returned to Accountancy	SL						
12-Apr		Stock Certificates entered onto and reconciled to ledger:							
		RMS Van Stocks	RL						
		Storey Printrooms	MH						
		Paper/Envelope Stocks	MH						
		Lancaster & Morecambe VICS	DW						
		Museums	DW						
		Eric Morecambe Statues	DW						
		Platform Bars	DW						
		Salt Ayre	MH						
		Taxi Plates	JJ						
		Williamson Park	AK						
		Lifeline Equipment	RL						
		Staff Capital Allocations Completed on ledger (Engineers)	DW						
		Staff Capital Allocations Completed on ledger (HRA/RMS)	RL						
		Capital Receipts Creditor - RTB - DCLG	RL						
		RMS Staff Salary Allocations Completed (on ledger)	RL						
19-Apr		All Capital Receipts identified	LP						
		Period 12 monitoring information returned to Accountancy (to inform Variance Analysis)	All						
		Note 32 Members Allowances							
		Final Members Allowances claims	MH						
		Update notes (P1-10) + P12 totals above							
		Deductions from pay (F7100) cleared and creditor raised	SL/LP						
		NI Holding Account (F7102)cleared and creditor raised	SL/LP						
		Superannuation Holding Account (F7103)cleared and creditor raised	SL/LP						
		Apprenticeship Levy Holding Account (F7111) cleared	SHW						
		Income Tax Holding Account (F7105) cleared and creditor raised	SL/LP						
		Cycle Scheme Holding Account (F7110) cleared and creditor raised	MH						
		Insurance Premiums Holding Account cleared	MH						
		Review and issue instructions re. Working paper requirements, content, and responsibilities for Statement of Accounts production.	PT						
19-Apr		Accrue for Investment Interest due to 31 March	SHW						
19-Apr		Interest payable to HRA to be calculated	SHW						
		Unidentified Cash Income Account & suspense cleared (LT500 & LT501)	LP/SL	DC/KG					
		Reconcile Investment and Borrowing and production of Statements/ Notes	LP/SL						
		Provisional reconciliation statement produced for all financial systems		DC					
		P60's produced and distributed		DC/EB					
		HRA Capital Receipts Pooling finalise	RL						
		HRA Central Control recharges	RL						
		Historic Buildings Grants	RL						
		RMS Internal Accrual (Client/Contractor)	RL	DG/KA					
		Work in Progress valued	RL	DG/KA					
		Stock Enhancement Account cleared	RL	DG/KA					
		Stores Oncost Accounts cleared	RL	DG/KA					
		Stores System reconciled to Ledger	RL	DG/KA					
		Stores Stock Certificate received (WLD/VMU)	RL	CD/LM					
19-Apr		Finalise GF Capital Creditors / Debtors / IIA / PIA (including Externally Funded Initiatives)	SL						
19-Apr		Finalise HRA Capital Creditors / Debtors / IIA / PIA (including Externally Funded Initiatives)	RB						
19-Apr		Finalise capital expenditure on REFCLUS and non current assets NO FURTHER CAPITAL INCOME OR EXPENDITURE JOURNALS BEYOND THIS POINT	SL						
		Related Party Transactions							
		- Run disclosures for Members + MT against AP/ AR systems to confirm values	PT						
		- Consider materiality for both parties							
		Payroll Analysis							
		Pay totals 11-13 to auditors							
		FTE: NCoS							
		List of starters/ leavers and amendments							

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			Outstanding "live" commitments on purchasing system reviewed and rolled forward	ALL	DC					
	19-Apr		Collection Fund Accounts completed – Provisional, subject to final NNDR3	ED						
			Finalise internal debtors/creditors reconciliation	RL/AK						
	22-Apr		Process non current asset additions in GL and on RAM	SL						
	22-Apr		Process REFCUS entries in GL	SL						
	22-Apr		Period 13 monitoring / provisional outturn sent to Services (to inform Variance Analysis)	All						
	22-Apr		Finance Lease accounting entries completed							
			Confirm values to draft Note	LP						
	23-Apr		External Revenue Sundry Creditor/Debtor/Payments in Advance/Income in Advance lists actioned (including Externally Funded Initiatives)							
			People & Policy	MH						
			Resources	MH						
			Governance	MH						
			Sustainable Growth	DW						
			Planning & Climate Change	DW						
			AONB	DW						
			Hospitality & Events Management	DW						
			Environment & Place	AK						
			RMS	RL						
			Housing Services (GF)	JJ						
			Housing Services (HRA)	RL						
			Corporate Accounts	LP/SL/ED						
			RMS Rechargeable Repairs balanced	RL						
			RMS Insurance Debtor actioned	RL						
			Trusts, Bequests and Prize Funds completed (not required in SoA now) - <u>Jnls for interest still required</u>	LP						
			HRA OHMS (Anite) Reconciliation balanced to Tenants income account (H7101)	RL						
			HRA OHMS (Anite) interface feeders reconciliation (Rent debit holding account/Revenue accounts)	RL						
			HRA Leasehold costs journalled and income accrued	RL						
			HRA Wheatfield Court (Leasehold for the Elderly) costs journalled and income accrued	RL						
			HRA Wheatfield Court lease sales/purchases (agree transactions to balance sheet)	RL						
			Process General Fund Revaluations in GL & RAM	LP						
			Process HRA Dwelling & Non-Dwelling Revaluations in GL & RAM	LP						
			IAS 19 pension Journals processed in ledger	LP						
			IAS 19 Pensions:							
			Evidence of review of Actuarial Assumptions used by Senior Management	LP						
			Financial Instruments : Reconciled and Journals Completed	ED						
			Officer Emoluments : Information Completed and SoA updated	MH	DC/EB					
			Members Allowances : Information Completed and SoA updated	MH	DC/EB					
			Vehicle Accounts cleared (following completion of accruals)	AK						
			Promenade Bonds	AK						
			Cycle Locker Deposits	DW						
			Other Holding Accounts cleared (including externally funded initiatives)	All						
			Reconciliation of Holding Accounts reviewed	AK						
			Review Balance Sheets (ensure previous year Debtors / Creditors have been cleared first)	AK						
			Cash Books Reconciled and Statement produced:							
			Payments No. 1	HK						
			Payments No. 2	HK						
			Collection Fund	SL/LP						
			General Account	SL/LP						
			Consolidated Bank Reconciliation Statement	SL/LP						
			Calculate gains/losses on disposal of non-current assets	ED						
			Process asset disposals in RAM	SL/LP						
			Related Party Transactions							
			- Run disclosures against ledger system to confirm values							
			- Update Partnership spreadsheet for values	PT						
			- Consider materiality							
			Confirm Impairment Memo and update RAM if required	ED						
	22-Apr	??	CPR 4 completed	SHW/ED						
	23-Apr		NNDR3 reconciled to Collection Fund Accounts	ED						
	24-Apr		GF Depreciation Charges allocated	SL						
	24-Apr		HRA Depreciation Charges allocated	SL						
	29-Apr		HRA Capital Expenditure finalised	RL						
	29-Apr		HRA Capital Financing finalised	RL/ED						
	30-Apr	30-Apr	NNDR3 completed	ED						
May 24	02-May		GF & HRA Reserves & Appropriation & DRF journals completed: CAPITAL	All						
	02-May		Finalise GF capital expenditure and financing spreadsheet	SL						
			Process MRP Charges in GL	ED						
			Period 13 Adjustments / Accruals Finalised	All						
	03-May		Deadline for Return of Related Companies Accounts (NB: Draft, if audited accounts not ready)	PT						
			GF Asset register reconciled to balance sheet and RAM (before M& A cleared)	SL/LP						
			REVENUE MANAGEMENT & ADMIN ACCOUNTS CLEARED	AK						
			Depot Allocations completed (following completion of capital charges and M&A clearance)	AK						
			Grids Mtce, VMU Allocations completed	AK						
			Bldg Clean Allocations completed	MH						
			Waste Collection Consolidation Account cleared	AK						
			RMS Accounts cleared to HRA	RL						
			HRA non-dwellings asset register reconciled to balance sheet & RAM	SL/LP						
			HRA council dwellings asset register reconciled to balance sheet & RAM	SL/LP						
			H&H Externally funded Initiatives balanced (e.g. Homelessness, HIA, TCA, SRP, ASB, etc)	JJ						
			AONB Balanced	DW						
			HRA Welfare Account grounds maintenance and management allocations	RL						
			GF contribution to HRA grounds maintenance costs	RL						
			Amortisation of premia and discounts to be processed in GL	ED						
			Current Cost vs Historic Cost Depreciation Adjustment Posted	SL/LP						
	08-May		GF & HRA capital financing requirement updated	ED/RL						
	10-May		Review Provisions: Collection Fund	ED/PT						
			General Fund Bad Debts	ED						
			HRA Bad Debts	RL						
			Insurance	LP/SL						
			Legal	MH						
			Environmental Services Provisions (Stock Write-Off)	AK						
			Housing Benefits reconciled (to ledger)	MH						
			Updated systems reconciliation statement for all financial systems		DC					

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10-May			GF & HRA Reserves and Appropriation journals completed: REVENUE	All																		
			External Audit Costs: Data Reconciled and SoA Updated	MH																		
			Contingent Liabilities memo issued to Management Team (due back by 11 May)	AK																		
			Subsidiary Companies/Group a/c's/Partnerships completed & SoA updated	PT																		
			RUN VARIANCE ANALYSIS REPORTS	AK/ALL																		
			RUN CONTROLLABLE OVERSPENDS OVER £5K REPORT	AK/ALL																		
			Agree VA feedback date with PT																			
			15-May			Variance Analysis finalised (incl comments agreed with Services)	All															
						Controllable Overspends over £5K finalised (incl comments agreed with Services)	All															
						Journals																
						Excel download all Journals raised P11-13																
						Add to P1-10	AK															
						Rerun report P1-13 in front of auditor (Completeness)																
						Update Prudential Indicators	ED															
						Review of potential Carry Forward requests	All															
Provisional Outturn (revenue & capital) figures to Chief Officer (Resources)	All																					
Balance Sheets run off and reviewed	ED/AK																					
VA Feedback actioned																						
20-May						NO FURTHER JOURNAL POSTINGS																
						Produce Cash Flow Statement	ED															
						Review of Contingent Liabilities completed to inform SOA	AK															
						20-May			Final reconciliation statement and documentation produced for all financial systems		DC											
			Balance Sheets Cash Allocations Completed	???																		
			All Working Papers reviewed and Certified by Accountants	ED/AK																		
			Review of Post Balance Sheet events completed to inform SOA	All																		
			24-May						Statement of Accounts finalised	All		PT										
									Statement of Accounts Approved by Paul & Published (Unaudited)			PT										
									June 24		??	Whole of Government Accounts	LP									
												Closedown Report to Cabinet (**/** Meeting)			PT							
												P11D deadline		DC/EB								
												July 24			RO Forms Completed	SL/LP						
															CO Forms Completed	SHW/ED						
															Closedown Report to Budget & Performance Panel (**/07/2024)			PT				
Papers to Audit Committee (Report, SoA & ISA 260)																						
31-Jul															Statement of Accounts & Annual Governance Statement approved by Audit Committee (**/07/2024 Meeting)			PT				
															Statement of Accounts publication deadline (31st July 2024)			PT				
						Team Wash Up Meeting																
						Lessons learnt for future years																